



**Office of the Board of Selectmen
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NEWTON BOARD OF SELECTMEN

DATE: MONDAY, JULY 11, 2022

TIME: 6:00PM

**LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD and
ZOOM CONFERENCE CALL**

PUBLIC MEETING MINUTES

Zoom Conference phone number 929-205-6099

Meeting ID 818 7979 5674

<https://us02web.zoom.us/j/81879795674>

I. Call to Order

Chairman Burrill called the meeting to order at 6:00pm. In attendance were Selectmen Matthew A. Burrill, Chairman, Robert Marchand Jr., Vice-Chairman, Charles R. Melvin Sr., Michael Connolly, and Selectmen's Secretary Diane M. Morin. The non-public session was audio taped. The public meeting was videotaped; the non-public session minutes and the public meeting minutes were transcribed and typed by Secretary Morin.

Selectman Lawrence Foote was not present.

Nonpublic Session under RSA 91-A:3 II (a) – Compensation, (b) – Hiring New Employees, (c) -- Reputation

Chairman Burrill moved to go into nonpublic under RSA 91-A:3 II (a) – Compensation at 06:01pm. Seconded by Selectman Marchand. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Selectman Marchand moved to close the non-public session at 6:24pm. Seconded by Selectman Connolly. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Selectman Marchand moved to go into nonpublic under RSA 91-A:3 II (b) – Hiring New Employee at 06:24pm. Seconded by Selectman Melvin. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Selectman Marchand moved to close the non-public session at 6:45pm. Seconded by Selectman Melvin. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Selectman Marchand moved to go into nonpublic under RSA 91-A:3 II (c) – Reputation at 06:45pm. Seconded by Selectman Connolly. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

Selectman Marchand moved to close the non-public session at 7:00pm. Seconded by Selectman Connolly. Burrill – aye, Melvin – aye, Marchand – aye, Connolly – aye.

II. Scheduled Business

A. Seal non-public minutes

Chairman Burrill moved that the Board just came out of a non-public session under RSA 91-A: 3 II (a), (b), and (c) and that they keep all matters discussed confidential until in the opinion of the

majority of the Board the circumstances no longer apply except to provide the Bookkeeper with the necessary information for payroll. Seconded by Selectman Melvin with a unanimous vote.

B. Mr. Ryan Norman – Proposed Conservation Plan – Tax map 12-1-1 Thornell Road

Mr. Ryan Norman presented his proposal to purchase town owned land, tax map 12-1-1, located off Thornell Road. He is proposing to take 10 acres of his land plus a portion of town owned land and designate it as conservation land. This will give the Conservation Commission access to the Peanut Trail and to the white cedar swamp. The Conservation Commission submitted a letter of support with recommendations for the land swap to the Board.

Chairman Burrill stated that the town received the land via tax deeding. Secretary Morin stated that the parcel in question, 12-1-1, was taken in 2016 and that RSA 80:89-VII states that after 3-years the Town does not need to notify the previous owner.

Selectman Marchand would like to see the Board move forward with the proposal. Selectman Connolly stated that the Board does not have to take the highest bidder but do what is best for the Town.

Mrs. Trisha McCarthy, Secretary Conservation Commission, stated that one of the benefits the Town will get is a conservation easement and access to 10+ acres. The Conservation Commission does not recommend the parcel on the east side be part of the deal. This parcel would be landlocked and of no use to the Conservation Commission.

Chairman Burrill moved to take the necessary steps, on advice of Town Counsel, to promote the sale of Town owned property, tax map 12-1-1, and to have the any offers to purchase the land to the Board of Selectmen in a reasonable amount of time. Seconded by Selectman Marchand with a unanimous vote.

Mr. Norman asked how he would be notified when the land will become available for sale. Chairman Burrill stated that the offer will be published per RSA, local newspaper, and on the Town's website.

C. Facility Maintenance Technician – hand tools needed -- Tabled

D. Paving – Country Pond and Wilder's Grove

Road Agent (RA) Mike Pivero addressed the Board and reviewed the proposed paving sections of Wilder's Grove and Country Pond Road that are Town owned. Part of the roads are in Kingston, and they are planning to pave the portions that are owned by them. RA Pivero and the Kingston Road Agent have worked out an agreement to pave the entirety of both roads. Kingston will be paying for the mobilization of the equipment. By using Kingston's buying power the cost per ton will be less. The total cost to the Town will be \$111,500.00 of which \$55,000.00 will come from the 2022 Highway Budget and \$56,500.00 will come from the Highway Block Grant.

Selectman Melvin asked if the edge of the road would be done. RA Pivero stated that it would a shim and overlay only.

Chairman Burrill asked if there were any requisitions that needed to be signed. RA Pivero will provide the quote from the contractor that Kingston is using, Bell and Flynn.

Mr. Roger Hamel stated that the recent posting of the road evaluations was not prioritized. He asked RA Pivero if he had an estimate of when Smith Corner Road would be done. RA Pivero stated that it depends on the road's condition. He fixes the road that has the most deterioration.

Selectman Connolly asked what the savings is by doing the project with Kingston. RA Pivero stated that it is approximately \$15 per ton.

RA Pivero will not be providing any more quotes because he is using Kingston's buying power.

Selectman Marchand moved to authorize Road Agent Pivero to proceed with paving Wilder's Grove and Country Pond Road in conjunction with the Kingston Highway Department in the amount of \$111,500.00, as quoted by Bell and Flynn, of which \$55,000 will come from the 2022 Highway Paving Budget line and \$56,500.00 will come from the Highway Block Grant Revolving Fund. Seconded by Selectman Melvin with a unanimous vote.

E. Presentation for Electricity Aggregate – Rockingham Planning Commission

Ms. Jill Longval from the Rockingham Planning Commission and Mr. Mike Cloutier from Constellation presented to the Board pricing options for the electricity aggregation that the Town is presently part of. Due to the volatility of the energy market, the price of electricity will be higher and will be set sometime in August.

Selectman Connolly asked Ms. Longval why they chose Constellation as the provider? Ms. Longval stated that 3-years ago the RPC went out to bid and through the process Constellation was chosen. She stated that there are only a few suppliers that work with municipalities and Constellation is one of them. RPC has worked with them for several years and they are offering different pricing strategies. She stated that the proposed contract is the same as the last one with pricing being the only difference.

Selectman Connolly asked if RPC received any marketing fees from Constellation. Ms. Longval stated no and that member dues pays for this service. The RPC is a registered aggregator with the public utilities commission therefore they go directly to the suppliers.

Selectman Connolly asked if there is a "blend and extend" in the contract. Mr. Cloutier stated that there is.

Chairman Burrill asked about the MOU/contract. Ms. Longval stated that it is not a contract but a memorandum of understanding between the Town and other members of the aggregate that the Town is committed to the aggregate. Ms. Longval stated that a contract would follow after the deadline, August 5, 2022, to sign the MOU has passed.

Selectman Connolly stated that once the contract is signed, the Town is committed for the term of the contract. If any member leaves the aggregate, it could change the pricing for the remaining members.

Selectman Connolly asked is there would be a penalty should the Town install solar panels. Mr. Cloutier stated that there is no penalty if the account remains open.

Selectman Melvin asked what Plaistow decided. Ms. Longval stated that they will be taking it up at their next meeting. She stated that Kingston has signed the MOU and she expects Seabrook to join as well.

Selectman Connolly stated that it would most likely cost the Town more in electricity if we went sole then to join the aggregate.

Selectman Marchand moved to authorize the chairman to sign the memorandum of understanding to join the RPC electric aggregation. Seconded by Selectman Connolly with a unanimous vote.

F. Building Inspector/Code Enforcement mileage review

Building Inspector (BI) Robert Donovan addressed the Board and reviewed his mileage proposal. He is proposing to use a town owned car that is currently in use by the fire department. He stated that although using his personal vehicle has not been an issue yet. He expressed concern that everyone knows his vehicle and if a family member drives his vehicle, he does not want them to be accosted by a disgruntled person.

Fire Chief Alcadinho stated that the vehicle that is being considered for the Building Department was once used as a police cruiser. The vehicle has been maintained and recently had new tires put on. The vehicle would be fine for the Building Inspector's purposes.

Chairman Burrill asked where the vehicle would be stored when not in use. Chief Alcainho recommends keeping at the Safety Complex.

The Board discussed allowing BI Donovan using the vehicle and concluded that it would be in the best interests of the Town to allow the use. Chief Alcainho stated that the vehicle would not be available until a replacement is delivered. He estimated that it will take at least 6 months to get a new vehicle. He will provide a proposal for a new vehicle for the Board to review at their next meeting. The funds for the lease will come from the 2022 Fire Department budget.

Selectman Connolly moved to approve paying a weekly stipend of \$25.00 to Building Inspector Donovan for job-related mileage incurred while using his personal vehicle and to provide the Bookkeeper with weekly mileage log effective June 19, 2022. Seconded by Selectman Marchand with a unanimous vote.

BI Donovan stated that there are enough funds in the Inspector Fees Revolving Fund to purchase a used vehicle should the town owned vehicle not be available.

G. Town Clerk – Dog licensing -- Tabled

H. ARPA/EOC Update

Emergency Management Director (EMD) Trisha McCarthy addressed the Board. She reviewed how the Town received funds from America Rescue Plan Act (ARPA) to assist with pandemic related expenses and for improving life safety services in Town. The funds come from the Federal Government and does not directly impact Town taxes.

The ARPA Committee will be presenting their proposal for expending the funds in accordance with the US Treasury guidelines which include stipends for public safety and highway staff.

The committee met with a company that installs solar panels and are waiting for a quote.

Funds from ARPA will pay for some medical devices such as a cardiac monitor.

The committee will be meeting with a company that provides security cameras. She stated without the ARPA funds the Town could never afford to install the cameras.

The committee is investigating installing a radio repeater and purchasing a generator for the Transfer Station.

She stated that some of the ARPA funds have been used to repair damage done at Busch Farms conservation area and the Board will see the invoices on the next manifest.

The committee is looking for the Board to change the purchase policy from requiring a sealed bid for anything over \$5,000.00. The committee would like to have increase it to \$20,000.00 for grants only. This will provide a quicker turn around for getting grants approved. Chairman Burrill suggested that the committee work with Secretary Morin on a draft version of the update requested.

Selectman Connolly stated that the committee should include battery storage in the solar panel project.

I. State fuel distribution comparisons

Fire Chief Alcainho reviewed the cost of fuel between the State fuel distribution and local fueling stations. He stated that last year the Board voted to use WEX credit cards to purchase fuel locally. Now that the cost is greater at the local stations than at the State fuel distributions station, Chief Alcainho is looking for the Board to decide on where to purchase fuel.

Chairman Burrill stated department heads are responsible for their budgets and should manage appropriately. If it's possible, keeping the money in Town is always preferred. However, there are times, such as these, where it is more economical not to.

Chief Alcainho stated that the Board needs to sign the application to utilize the State fueling distribution sites.

Selectman Marchand stated that he does not want the Board to micro-manage department heads. He strongly suggests Fire Chief Alcainho do what is best for the Town.

Selectman Marchand moved to authorize the Chairman sign the State Fuel Distribution application. Seconded by Selectman Connolly. Burrill – aye, Marchand – aye, Connolly – aye. Melvin abstained because he is a competitor.

J. Police Cruiser -- vehicle lease application

Secretary Morin explained that the application is for applying for a lease and not the lease itself. She stated that the funds will come from the 2022 Police Department budget per Chief Jewett's request.

Selectman Marchand moved to authorize the Chairman to sign the lease application for a police cruiser. Seconded by Selectman Melvin with a unanimous vote.

K. ARPA – Continued

EMD McCarthy stated that stipends will be paid out according to the ARPA guidelines next week for public safety employees.

L. RFP – Police Station feasibility proposals

There were 2 sealed request for proposal for the Police Station feasibility study received by the Board. The Board unsealed the bids and read the company names. Proposals were from Mayor and Kennedy Architects from Hanover NH. The other was from Port One Architects from Portsmouth, NH. Secretary Morin will scan and email the proposals to the Board for them to review prior to the next meeting.

M. DRA Form PA-28

Chairman Burrill moved to sign the letter from DRA that the town will not be filling a PA-28 form for 2023. Seconded by Selectman Marchand with a unanimous vote.

N. DRA MS-535 – Auditors report

Selectman Marchand moved to sign the DRA MS-535 auditor's report for period ending December 31, 2021. Seconded by Selectman Melvin with a unanimous vote.

O. Review Town Administrator task list

Chairman Burrill explained that the Standard Operating Procedures provided by Ms. Wrigley is a draft of tasks that she did as the Town Administrator.

Chairman Burrill moved to accept the standard operating procedures in draft format. Seconded by Selectman Marchand with a unanimous vote.

Chairman Burrill announced that MRI has 3 candidates for the Town Administrator position that the Board and screening panel will interview next week.

P. Per RSA 31:95-b accept the donation of a thermal camera on behalf of the Fire Department from the Newton Firefighters Association

Selectman Marchand moved per RSA 31:95-b to accept the donation of a thermal camera on behalf of the fire department from the Newton Firefighters Association. Seconded by Selectman Melvin with a unanimous vote.

III. Other Business

A. Manifest

Chairman Burrill moved to sign vendor manifest dated July 5, 2022, in the amount of \$1,394,704.53 of which \$1,348,227.00 goes towards the Sanborn Regional School District payment and

\$1,800.00 in ARPA costs for cleaning and sanitizing Town Buildings. Seconded by Selectman Melvin with a unanimous vote.

Selectman Marchand moved to sign Cable Revolving Fund vendor manifest dated July 5, 2022, in the amount of \$5,895.77. Seconded by Selectman Connolly with a unanimous vote.

Selectman Marchand moved to sign payroll manifest pay period June 19 – July 2, 2022, with a pay date of July 7, 2022. Total payroll is \$88,299.45 which includes \$909.02 ARPA administrative costs. Seconded by Selectman Connolly with a unanimous vote.

B. Requisitions

Selectman Marchand moved to sign requisition #1047FD in the amount of for two portable radio from Ossipee Mountain Electronic in the amount of \$10,118.96 per State bid. Funds to come from the Fire Department 2022 budget. Fifty percent from each line item 4220312 and 4220303. Seconded by Selectman Melvin with a unanimous vote.

Selectman Marchand moved to sign requisition #1048FD for a mobile gear rack from Fire Tech & Safety of New England in the amount of \$2,922.00 per State bid. Funds to come from the Fire Department 2022 budget line item 4220303. Seconded by Selectman Melvin with a unanimous vote.

III. Approval of Minutes

Selectman Marchand moved to accept the non-public and public meeting minutes dated June 21, 2022, as written. Seconded by Selectman Connolly with a unanimous vote.

Selectman Marchand moved to accept the public hearing minutes dated June 21, 2022, as written. Seconded by Selectman Connolly with a unanimous vote.

Selectman Melvin stated that the Board received an email from Selectman Foote's attorney on June 16, 2022, and why is it not being read in public. Chairman Burrill recommends that the Town Counsel advise the Board on whether to read the letter in public.

IV. Adjourn

Selectman Marchand moved to adjourn at 9:05pm. Seconded by Selectman Connolly.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary